

OFFICE MANAGER

Location: Glasgow, UK

Salary Range: £22k-£27k dependent on experience

Reporting to: Head of Operations

About the role

Responsible for organising all of the administrative activities that facilitate the smooth running of an office. Must make sure that office equipment is maintained, relevant records are up to date and that all administration systems and processes work effectively.

Responsibilities include:

- Reception activities such as managing correspondence and greeting guests
- Financial management including processing supplier and customer invoices, payments and receipts, bank account management and reconciliation.
- Manage company expenses, pass-through costs and petty cash
- Facilities management – manage cleaning contract, arrange maintenance and office supplies
- Reviewing and updating health and safety policies and ensuring they are observed
- Liaising with external HR
- Overseeing the recruitment of new staff with induction and associated documentation in place
- Delivery of reports and presentations for senior management
- Diary management and coordination of travel arrangements
- Organising conferences and meetings. Chairing meetings - this may include typing the agenda, taking minutes and following up actions
- Work with Marketing to deliver effective internal communication plans

Ideal candidate - what are we looking for?

- Educated to degree level with exceptional organisational skills
- A self-starter and confident communicator – verbal and written
- Able to manage a busy workload and adapt quickly to change
- An excellent level of IT competency including Word, Excel and PowerPoint
- Proven experience in a similar role
- Experience using the following applications is desirable (but not essential): QuickBooks, Google Apps, HubSpot

About Formedix

Formedix is a supplier of clinical trial automation software and services based on clinical data standards (www.cdisc.org). Contract Research Organizations (CRO), pharmaceutical, and biotechnology organizations work with Formedix to conduct clinical trials more efficiently, automating otherwise manual and time-consuming tasks. Our clients benefit from significant reduction in study conduct and analysis.

Formedix boasts an impressive international customer base with the majority of our clients based in the US. Formedix On, our flagship solution, is complemented by a range of professional services that utilize emerging clinical data standards and leverage the vendor-neutral partnerships we have established with leading technology vendors within the industry.